



JULY 2016
FLSA: Non-Exempt

ASSISTANT TRANSPORTATION PLANNER

SALARY RANGE

\$23.14 - \$32.57 Hourly
\$4,011.00 - \$5,645.00 Monthly
\$48,131.00 - \$67,746.00 Annually

DEFINITION

Under direct supervision, assists in managing, implementing, and monitoring transportation planning projects and programs; participates in routine work of professional transportation planners related to the development of transportation plans, studies, projects, and programs for the RTPA and its member agencies; assists in developing and completing technical assessments, written project analyses, and performs technical writing and organization assignments, including presentations to management; provides assistance to the public on transportation planning projects; assists in completing applications for grants; provides assistance to other professional planning staff and the public in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the executive director; receives technical and functional direction and training from a senior planner. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the professional transportation planning series. Initially under close supervision, incumbents with technical, paraprofessional, or basic professional transportation planning experience perform basic professional and technical transportation planning work. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the associate level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is typically entered into through experience at a technical or paraprofessional level that has increased in complexity and through additional function-specific professional education or training.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in basic to routine to complex transportation plans, programs, projects, and studies.
- Assists project managers on transportation planning and development of projects, which includes learning to perform application and plan review, conduct background research, schedule meetings,

- and participate in project implementation in conformance with approved plans, grant/loan requirements, conditions, and mitigation measures.
- Assists in developing and presenting basic transportation planning studies; learns to conduct site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management; reads, interprets, analyzes, and explains a variety of technical documents, studies, and practices, and performs routine technical writing and organization assignments.
 - Assists in conducting the research and analysis necessary to prepare technical reports, administer programs, and manage funds and resources for basic RTPA projects and programs.
 - Assists in preparing grant applications for funds available under various state and federal programs.
 - Learns and implements various rules, regulations, legislation relating to transportation and environmental impact matters.
 - Ensures compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.
 - Supports other professional planning staff in the interaction with the RTPA board, officials from the California Transportation Commission (CTC), local, state and federal agencies.
 - Assists in implementing public outreach/involvement programs pursuant to RTPA procedures and environmental mandates.
 - Prepares and provides presentations to management.
 - Assists in the development of consultant requests for proposals and qualifications for professional services; assists in the evaluation of proposals; monitors contractor compliance with RTPA standards and specifications and time and budget estimates; assists in reviewing and updating deliverables; analyzes problems that may arise and brings to the attention of more experienced planning staff.
 - Learns to track project expenditures and review invoices for accuracy and consistency with contractual obligations.
 - Participates in meetings with task forces, working groups, and representatives of other agencies.
 - Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and trends; prepares written reports on basic transportation planning matters; assists in developing, implementing, and administering portions of the countywide transportation plan.
 - Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a database.
 - Prepares basic staff reports, presentations, and project information for other professional planning staff in support of information provided to various committees, community groups, and professional organizations about the RTPA's transportation projects and programs.
 - Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations related to transportation planning.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and funding sources for transportation planning and congestion management programs and projects.
- Basic principles and practices of program and project management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Basic transportation planning principles, concepts, standards, and practices.
- Basic principles, practices, and techniques of technical writing and organization assignments and the development of presentations.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, such as the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

- Recent and on-going developments, legislation, current literature, and sources of information related to the operations of the RTPA.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Technical report writing, English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the RTPA in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RTPA staff.

Ability to:

- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Perform technical writing and organization assignments and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, codes, and regulations and RTPA policies and procedures.
- Understand the organization and operation of the RTPA and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Make effective presentations to the public and local agencies.
- Effectively represent the RTPA in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Make accurate arithmetic, financial, and statistical computations.
- Maintain accurate logs, records, and written records of work performed.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in transportation, urban, or regional planning, transportation/traffic engineering, or a closely related field. No experience is required; one (1) year of technical or paraprofessional experience in an appropriate field related to area of assignment is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and

pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.